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62-1474

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Monthly Report - Status of CIA  
Headquarters Building Project  
as of 31 January 1962

## 1. Planning

a. WH Project requirements were studied and preliminary layouts were made to fit the project, plus elements of WH-Support, BSA, TSD, and FI, into the space previously assigned to the Map Library. Changes were made in layouts of furniture and telephones in WH, BPD, and HE to afford minimum accommodation to organizational and staffing changes.

b. Studies and drawings were made of various possibilities of space allocation in Wing J of the 7th floor.

c. Moving Plans: Present plans call for commencing the move into the south portion on 19 February.. The contract for the first four weeks of the move was awarded to Ray Hamilton Company of Cincinnati, Ohio. On 24 February an inspection will be made by prospective bidders on the final move.

## 2. Work Progress

a. Heating, Ventilating, and Air Conditioning: Concentration has been put upon balancing and calibrating controls for the 2nd through 7th floors so that by 19 February HVAC conditions should permit occupancy, although there will be a number of troublesome spots. It also appears that conditions on the ground and first floors will permit occupancy as scheduled.

## b. Power, Telephones and Alarms

## (1) Power and Telephones

All power receptacles and lighting fixtures in the south half have been wired except about 5 per cent of the ground floor where the Contractor is vacating his shops. All telephone cable has been pulled on the 2nd through 6th floors, 75 per cent on the first floor and 80 per cent on the 7th floor. All instruments have been installed on the 2nd through 6th floors.

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(2) **Emergency Power:** The 2,000 kw emergency generators were accepted by FHS on 19 January 1962. The defective wiring and resistor on the 30 kw instantaneous generator have been replaced. Both the 30 kw and 200 kw generators are functioning satisfactorily although certain modifications are still necessary in the overall installations.

(3) **Alarms:** All ultrasonic and contact alarms have been installed, and the problem with the door frames has been resolved. The testing of the system and monitor is generally complete.

#### c. Construction

(1) **Site:** Planting of trees and landscaping is 83.29 per cent complete. Tompkins-Jones has been requested to demolish their two-story office building to allow completion of the southeast visitors' parking lot. Harrison and Ahrenovitz are terminating their site office on 2 February.

(2) **Building:** 0.44 per cent of the contract was completed this month, bringing completion to 98.56 per cent. At the end of January there were 295 employees on the job compared to 319 at the end of December. Change orders were approved this month in the amount of \$49,354, bringing the total to \$961,410, and the total approved and pending to \$2,165,152.

The DCI reception area is generally complete with the exception of floor tiling and finish painting. The heavy duty floor finish has been installed in the garage. The Contractor is moving his shops to the basement from the ground floor, which has been held up in these areas. The first floor is generally complete with the exception of a shop area and tack-board in low-metal partitions. The 2nd through 6th floors are generally complete with the exception of defects and omissions. Furniture has been placed in the rooms on the 2nd, 3rd, 4th, and 5th floors. The 7th floor is generally complete except Wing 3. Overtime is being utilized to complete the Director's suite.

d. **Cafeteria:** Wood paneling and rails have been delayed, which also holds up some of the painting. Plans now are for GHI to begin service on or about 16 February. Installation of the stainless steel fascia and flashing will require about 5 months to complete but it will not interfere with the operation of the cafeteria.

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e. **Pneumatic Tube and Conveyor Systems:** In the north half all switches have been hand tested and tubes are being cleaned. In the south half, switches are being checked out. The systems will not be accepted until all three are ready and the south half is occupied. The main conveyor system will be given a preliminary inspection during the week of 12 February. The small overhead conveyor in southeast corner of first floor is not acceptable and will be removed by PEG. A two-station, pneumatic tube system is being investigated as a substitute.

f. **Auditorium:** The scaffolding has been removed and the interior is generally complete. The projection booth is structurally complete. Pumps have been run to circulate hot water for heating, but no fans have been operated. The Contractor has been asked to submit a proposal for completing the exterior.

g. **Elevators and Incinerators:** The Director's elevator was accepted 31 January. The Contractor is correcting defects and omissions in elevators in Cores A and B. The incinerators proper are complete but some wiring and piping are still to be done. The trash collection rooms will be delayed as they have been used as store-rooms by the Contractor. (A temporary room has been arranged for use by south portion occupants.)

h. **Medical and Walnut Areas:** Acceptance of the Medical Area is expected early in February, following which X-ray and other equipment can be installed. The Contractor is going ahead in the Walnut Area with some of the primary and secondary wiring while waiting on new panel boxes required to meet IBM safety standards.

### 3. Action Required by the Deputy Director (Support)

None

### 4. Action Required by the Director of Logistics and Chief, Building Planning Staff

a. Continue working with liaison officers on determination of telephone service, space revisions to be implemented after the building is completed, and inventories and special requirements related to moving plans.

b. Continue coordination with Architect-Engineer local representatives on site problems, and on layout revisions with New York headquarters.

JAMES A. GARRISON  
Director of Logistics

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(16 February 1962)

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